



United States  
Department of  
Agriculture

Grain Inspection,  
Packers and Stockyards  
Administration

Stop 3601  
1400 Independence Ave., SW  
Washington, DC 20250-3601

July 13, 2009

**TO:** GIPSA Employees

**FROM:** *Fok* J. Dudley Butler  
Administrator

**SUBJECT:** Workplace Violence Policy Statement

GIPSA is concerned about and committed to its employees' safety and health. Violence or the threat of violence by or against any GIPSA employee is unacceptable. GIPSA will make every effort to prevent violent incidents from occurring. Preventing workplace violence is a responsibility shared by all employees.

In order to prevent workplace violence from occurring, GIPSA will not tolerate:

- Violence, intimidation, or other threatening behavior;
- Written or oral threats of violence;
- Gestures or other action which communicate a direct or implied threat of physical harm; or
- Possession, use, or threat of use of a firearm or other deadly weapon.

Each act of violence, threatening, intimidating, or other threatening behavior is taken seriously. Such actions may result in removal from the workplace, disciplinary action, or criminal action, depending on the situation. Any employee who observes these actions must immediately report this information to a supervisor or manager for remedial action.

Managers and supervisors must inform employees of GIPSA workplace violence policies and procedures. Employees must know and understand GIPSA policy regarding workplace violence.

For information concerning GIPSA policy and procedures for preventing workplace violence and responding to incidents of workplace violence, see GIPSA Directive 4790.2, Workplace Violence Prevention and Response at <http://www.aphis.usda.gov/library/gipsa/GIPSA.shtml>.